



City Clerk's Office
City of Durham
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CURRENT VACANCIES ON BOARDS, COMMITTEES AND COMMISSIONS

June 26, 2014

Release #30

The City of Durham is seeking interested citizens to serve on the Audit Services Oversight Committee, Citizens Advisory Committee, Durham Bicycle & Pedestrian Advisory Commission, Durham Board of Adjustment, Durham City-County Environmental Affairs Board, Durham Open Space & Trails Commission, Equal Business Opportunity Program Advisory Committee, Firefighter's Relief Fund Board of Trustees, Homeless Services Advisory Committee, Housing Appeals Board, Human Relations Commission and the Recreation Advisory Commission.

Due to a term expiring, there will be one (1) vacancy on the **Audit Services Oversight Committee** to represent **Business Community** with the term to expire on June 30, 2018.

This Committee has been established as an advisory committee to the Department of Audit Services and to the City Manager. The functions of the Audit Services Oversight Committee shall be: to provide oversight responsibilities of the audit function; to serve in an advisory capacity to the City Manager; to facilitate communications among the Council, City Manager, and Director of Audit Services; to ensure internal controls are in place and implemented; to ensure City management implements report recommendations; to review annual audit plan and make recommendations to City Council for approval; to make recommendations for the selection of the external auditor and to review the City's CAFR, management's letter and management's response.

The Committee meets on the 4th Monday of each month at 3:30 p.m. in the Committee Room located on the 2nd Floor of City Hall. Members serve without compensation and must reside within the corporate City limits.

Due to terms expiring and a resignation, there will be four (4) vacancies on the **Citizens Advisory Committee** with three (3) terms to expire on June 30, 2017 and one (1) term to expire in June 30, 2015.

This committee works to facilitate citizen participation in the planning and implementation of the Durham Community Development Block Grant Program. Residents living anywhere in the Durham city limits are welcomed and encouraged to apply. Applicants residing in predominantly low-to-moderate income neighborhoods or historically targeted areas such as Lyon Park, West End, Walltown, Gattis Street, Morehead Hill, Lakewood, Junction Road, and

North East Central Durham are particularly encouraged to apply. We also welcome applications from handicapped persons as well as representatives of the business community, housing community, citizens representing PACs 1 through 5 and other interested civic groups. The committee meets on the 4th Monday of each month at 6:00 p.m. in the Department of Community Development located at 807 E. Main Street. Members serve without compensation. Applicants must reside within the corporate City limits.

Due to terms expiring, there will be two (2) vacancies on the **Durham Bicycle & Pedestrian Advisory Commission** for citizens to represent the categories of **University Students/University Activities** and **Urban Trails and Greenways**. The terms will expire on August 31, 2017.

Due to resignations, there are currently two (2) vacancies on the **Durham Bicycle & Pedestrian Advisory Commission** representing **Recreation/Recreation Business** (term expires August 31, 2016 and **Transportation Planning Policy** (term expires August 31, 2015).

The primary purpose of the Commission is to provide advice to the City Council and the Board of County Commissioners on questions relating to bicycle and pedestrian issues. Six (6) members are appointed by the City Council representing the following constituencies which have an interest and expertise in: Bicycle Commuting, Urban Trails and Greenways, University Student/University Facilities, Transportation Planning/Policy, Recreation/Recreation Business and the Inter-Neighborhood council.

The Commission meets at 7:00 p.m. on the 3rd Tuesday of each month in the Committee Room at City Hall. Members serve without compensation and must reside within the corporate City limits.

Due to a resignation, there is currently one (1) vacancy on the **Durham Board of Adjustment for an Alternate Member** with the term to expire on June 30, 2015.

The Board shall hear applications for use permits and variances, decide appeals of zoning district boundaries and decide appeals of decisions by the administrative officials interpreting the zoning ordinance. The Board meets the 4th Tuesday of each month at 8:30 a.m. in the Committee Room at City Hall. Applicants must be willing to set aside one day a month to serve. Members serve without compensation and applicants must reside within the corporate city limits.

Due to a resignation, there is currently one (1) vacancy on the **Durham City-County Environmental Affairs Board** representing the category of Law with the term to expire on June 1, 2016.

The Board advises both the City and County governments with regard to environmental policies. They educate the public and local officials on environmental issues, performs special studies and projects on environmental questions as requested by City or County governments, facilitates citizen participation in local government deliberations on environmental matters, studies changes in environmental science and law and promotes intergovernmental and public/private cooperation. The Board meets on the 1st Wednesday of each month at 6:00 p.m. in the Committee Room which is located on the 2nd Floor of City Hall. Members serve without compensation. Applicants must reside within the corporate city limits.

Due to terms expiring, there are currently three (3) vacancies on the **Durham Open Space & Trails Commission** representing **At-Large** and the terms will on June 30, 2017.

The primary purpose of the Commission shall be to provide advice to the Durham City Council and Board of County Commissioners on matters relating to open space preservation and trail development. In order to provide recreational and environmental benefits for the citizens of Durham County, the Commission shall promote the preservation of valuable open spaces, the preservation of natural vegetation and stream valleys within the urban and rural environment, and the development of trails and other appropriate recreational and transportation facilities for pedestrians and bicycles. The Commission shall promote the protection of the natural environment where appropriate to serve the public interest, with equal consideration for long-term care of the environment and the short-term pressures of growth. In doing so, the Commission shall foster the wise use of the County's natural resources and shall strive to involve all segments of the Durham community. The Commission meets on the 3rd Wednesday of each month at 7:00 p.m. in the Committee Room/2nd Floor/City Hall. Members serve without compensation and must reside within the corporate city limits.

Due to terms expiring and vacancies, there are **five (5)** vacancies on the **Equal Business Opportunity Program Advisory Committee** to represent the following:

One (1) Non-SDBE Construction Firm Owner (term expires April 1, 2016)
One (1) SDBE Construction Firm Owner (term expires April 1, 2015 and April 1, 2016)
One (1) SDBE Non-Professional Services Firm Owner (term expires April 1, 2015)
Two (2) SDBE Professional Services Firm Owner (term expires April 1, 2016)

The SDBE Construction Firm Owner **must be** certified with the City of Durham's Equal Business Opportunity Program. For more information, contact the Equal Opportunity/Equity Assurance Department at 560-4180, Ext. 17241.

Duties of the Committee include: Reviewing and evaluating the effectiveness of the EBOP within Durham City government; monitoring and evaluating the effectiveness of the City's EBOP policies and procedures, resolutions and ordinances, including their implementation by the various City departments; studying and evaluating the necessity for further City regulations and procedures regarding Small Disadvantaged Business Enterprise (SDBE) participation; receiving and, where necessary, analyzing, information concerning the presence of discrimination in the bidding and contracting process and to recommend to the City Council further steps to alleviate such discrimination; researching and reviewing other jurisdictions SDBE programs; acting as a conduit between the City and the community, industry, organizations, trade associations, chambers of commerce and SDBEs; planning and participating in education and training for SDBEs and researching and recommending to the City Council race and gender neutral alternatives which will assist SDBEs.

The Board meets on the 2nd Wednesday of each month at 12:00 noon in the Equal Opportunity/Equity Assurance Department located at 211 Rigsbee Avenue. Members serve without compensation and must reside within the corporate city limits.

Due to a resignation and a term expiring, there will be two (2) vacancies on the **Firefighter's Relief Fund Board of Trustees** with one term to expire on January 1, 2015 and one (1) term to expire on January 1, 2016.

The responsibilities of this committee are to govern the disbursement of operating funds which are acquired through taxes paid by insurance companies. The by-laws of this committee are governed by N.C. State General Statutes and meetings are held as needed. Members serve without compensation. Applicants must reside within the corporate City Limits.

Due to a term expiring, there will be one (1) vacancy on the **Homeless Services Advisory Committee** representing the area of **Non-Profit Organization**. The term will expire on June 30, 2017.

The purpose of this Committee is to advise the Durham City Council and the Durham Board of County commissioners on the implementation of collaborative initiatives to prevent and end homelessness in Durham.

The board consists of 19 voting members, four of which are appointed by the City Council representing the following areas: Faith Community, Corporate/Private Sector Business, Non-Profit Organization and Former Homeless Person.

The Committee meets on the 4th Wednesday of each month at 3:00 in the Committee Room located on the 2nd floor of City Hall. Members serve without compensation and must live within the corporate city limits.

Due to terms expiring, there will be three (2) vacancies on the **Housing Appeals Board for Regular Members to represent the categories of Tenant and Finance** with the terms to expire on June 30, 2017.

The Board is made up of eight (8) members and hears appeals on housing code cases and Building Code condemnation cases. The Board meets the 3rd Wednesday of each month at 5:30 p.m. at the Department of Neighborhood and Improvement Services, 807 E. Main Street. Members are compensated \$25 per meeting attended. Applicants must reside in the corporate City limits.

Due to a term expiring, there will be one (1) vacancy on the **Human Relations Commission for a Non-Minority Female** with terms expiring on June 30, 2017.

The duties of the Commission are to develop ways to have an atmosphere conducive to the best possible human relations in the community, including but not limited to the following: holding community meetings, conducting educational programs, doing research, and receiving and conciliating discrimination complaints. The new Commissioners would be expected to serve on a subcommittee, meeting at least once monthly, along with attending at least one meeting per month of the full Commission. Attendance is a major prerequisite to serving. Minimum time involved is five hours per month. This Commission acts as a public forum to hear and resolve complaints of human and civil rights in our Community and advises the City Council of these matters. The Composition of the Commission represents fairly the social, economic, gender and ethnic composition of the population of the City and is comprised of six (6) African Americans, six (6) Whites, and three (3) members of other racial minority groups other than listed above. In addition, both genders shall be equally represented but neither by more than fifty-three (53) percent. The Commission meets on the 1st Tuesday of each month at 7:00 p.m. in City Hall. Members serve without compensation and must reside within the Corporate City limits.

Due to terms expiring, there will be three (3) vacancies on the **Recreation Advisory Commission** with terms expiring on August 8, 2017.

This Commission works with the Director of Recreation and makes recommendations regarding recreation programs, facilities, resources and needs of the city.

The Committee meets on the 2nd Wednesday of each month at 7:30 a.m. at the Parks & Recreation Department at 400 Cleveland Street. Members serve without compensation.
Applicants must reside within the Corporate City limits.

Members of a board, committee or commission shall attend at least fifty percent (50%) of the meetings in a given 12-month period. It shall be the policy of the City Council to remove that appointee in the absence of his/her showing good cause and to make another appointment. This paragraph shall not apply to members of the Human Relations Commission, who are subject to the attendance requirements of Section 34-108(e) of the City Code or boards, committees and commissions that have their attendance requirements addressed through by-laws or an interlocal agreement.

City and County Taxes must not reflect any delinquency.

Applications may be obtained from the City Clerk's Office located on the second floor of City Hall, from 8:00 a.m. to 5:00 p.m., Monday through Friday or visit the City's web site at www.durhamnc.gov. Click on City Departments/City Clerk and then Boards, Committees and Commissions.

Notice Under the Americans with Disabilities Act

A person with a disability may receive an auxiliary aid or service to effectively participate in city government activities by contacting the ADA Coordinator, voice 919-560-4197, fax 560-4196, TTY 919-560-1200, or ADA@durhamnc.gov, as soon as possible but no later than 48 hours before the event or deadline date.

Deadline for Receiving Applications is 5:00 p.m. on the following dates:

Audit Services Oversight Committee.....July 7, 2014
Citizens Advisory Committee.....July 7, 2014

Durham Bicycle & Pedestrian Advisory Commission (Categories noted below)

University Student/University Activities.....July 7, 2014
Urban Trails and Greenways.....July 7, 2014
Recreation/Recreation Business.....July 25, 2014
Transportation Planning Policy.....July 25, 2014

Durham City-County Environmental Affairs Board.....July 7, 2014
Durham Open Space & Trails Commission.....July 7, 2014
Equal Business Opportunity Program Advisory Committee.....July 7, 2014
Firefighter's Relief Fund Board of Trustees.....July 7, 2014
Housing Appeals Board.....July 7, 2014
Human Relations Commission.....July 7, 2014
Recreation Advisory Commission.....July 7, 2014
Durham Board of Adjustment.....July 11, 2014
Homeless Services Advisory Committee.....July 11, 2014